
Interagency Contracts Coordinating Team (ICCT)

Meeting Minutes

December 14, 2004

Attending: Laura Nelson (OFM), Susan Johnsen (OFM), Christopher Carlile (OFM), Bill Ireland (L&I), Andy Kramer (DSHS), Jim Matthews (DOH), John Nispel (DOC), Larry Oline (ESD), and Megan McKay (OFM)

Training

Laura opened the discussion regarding changes that were made to the draft of the ***Advanced Contract Training Class*** agenda. The only confirmed speaker is Larry Oline. Laura will be working on getting commitments from prospective speakers. The target audience was discussed. The group agreed that including a wider variety of attendees would be beneficial.

Regarding the class agenda:

- Larry suggested a wide overview and panel discussion about the roles of the contract manager.
- Laura included master contracts in the agenda because of the numerous questions from the contract managers.
- Competitive procurements discussion will not be an in-depth discussion about the basic details because Laura figured the audience would be experienced on the subject and so she only gave the topic ½ hour on the agenda. Also, OFM offers a separate class titled *Competitive Procurements*, if staffs want more specific information about this topic.
- Laura has noticed that people seem to enjoy an exercise as part of the training. She included an exercise on the class agenda with the possibility of adding another.
- Jim thinks we should touch on the subject of subrecipients. It is an issue that needs attention, probably in the monitoring section.
- It was stated that perhaps the civil service item is too big and complicated to get into during this time.
- Larry asked for suggestions for exercise ideas that he might be able to use, since he is presenting right after lunch. As a learning tool Bill suggested that Larry bring in some "problem" or "headline" contracts to discuss and to inform the contract managers about what can happen if a contract is not managed properly.
- Laura is going to add contract manager responsibilities to the agenda.

Laura asked the group if they thought the agenda was too ambitious for the amount of time scheduled for the training. Group members confirmed that it is fine the way it is. She believes there won't be any problem filling the class because of the great interest in contracts training.

Regarding the ***Contract and Procurement Overview*** class (the full day class organized by GA last winter/spring), Laura contacted the Department of Personnel (DOP) to see if they would be available to administer the training and provide for the registration. DOP is considering this, although it is beyond the services they usually provide for training. The group agreed that it would help the attendees to stay committed if a small fee was charged for the class and DOP does have the capacity to do that.

Transition Issues

The OFM Contract Services staff is not moving yet. The move has been postponed because the Governor's transition team has now taken-up residence in the area they were scheduled to move into.

Miscellaneous

Laura handed-out the *Performance-Based Contracting* handout that was discussed at the last meeting. She also said that the *State Grants Guidance* document that is posted on the OFM website has proved to be very helpful – she has referred several people that were looking for the difference between state grants and contracts.

NEXT MEETING

The next meeting is scheduled for January 11, 2005 from 1:30 p.m. to 3:30 p.m. at the OFM IBM Building.

Next Meeting Agenda

- Possible discussion about the Priorities of Government (POG) process (not confirmed yet)

If you have other suggestions for agenda items, please contact Laura Nelson.